

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

| | |
|--|--|
| Grantee Name | Lake County |
| Name of Entity or Department Administering Funds | Planning, Building & Development Department - Community Development Division |
| HPRP Contact Person (person to answer questions about this amendment and HPRP) | Joel Williams |
| Title | Senior Planner |
| Address Line 1 | 18 N. County Street |
| Address Line 2 | 6 th Floor |
| City, State, Zip Code | Waukegan, IL 60085 |
| Telephone | 847.377.2139 |
| Fax | 847.360.6734 |
| Email Address | jwilliams@lakecountyil.gov |
| Authorized Official (if different from Contact Person) | Suzi Schmidt |
| Title | County Board Chairman |
| Address Line 1 | 18 N. County Street |
| Address Line 2 | 10 th Floor |
| City, State, Zip Code | Waukegan, IL 60085 |
| Telephone | 847.377.2300 |
| Fax | 847.360.7322 |
| Email Address | SSchmidt@lakecountyil.gov |
| Web Address where this Form is Posted | http://www.lakecountyil.gov/ |

| | |
|---|--------------------|
| Amount Grantee is Eligible to Receive* | \$1,057,106 |
| Amount Grantee is Requesting | \$1,057,106 |

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The Lake County Citizen Participation Plan requires substantial amendments to the Action Plan to be “published and available to the general public” for comment. The HPRP amendment was made available on the County website, at selected local public libraries, and at the Lake County Community Development Division office – 18 N. County Street, 6th Floor, Waukegan. Notice about the plan’s availability was published in the local newspaper and distributed to members on the Lake County Community Development mailing list. Any citizen or group that wishes to comment on the amendment may submit comments in writing to the Deputy Director for Community Development.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Lake County will attempt to emulate its regular application process for CDBG & ESG funds that customarily takes place in the fall. A Notice of Funding Availability will go out to interested parties. Applications will be made available seeking proposals for programs that meet the requirements of the HPRP. Applications will be reviewed and approved by the Community Development Commission, which oversees the activities of the Community Development Division. A public hearing will be held after the initial funding recommendations are made, as is required by the Citizen Participation Plan. Finally, funding recommendations are formally approved by the County Board. Upon approval, the County will enter into subrecipient agreements with the selected agencies.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

While HUD is reviewing Lake County's substantial amendment, Lake County will be simultaneously conducting its application process, as outlined in question 2. Therefore, when HUD signs the grant agreement, Lake County can immediately execute subrecipient agreements, well in advance of the September 30, 2009 deadline.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The staff in the Community Development Division has extensive experience monitoring recipients of CDBG, HOME, ESG and SHP funds, as outlined in the Consolidated Plan. These procedures will be practiced in the monitoring of the new HPRP funds, with slight modifications where appropriate for these new funds.

Staff will also provide proactive technical assistance to subrecipients to ensure that HPRP funds are spent appropriately as outlined in the HPRP Notice.

All funds to assist program participants will be distributed to subrecipients, who will be required to submit monthly reports on their progress. Reports will be accompanied by vouchers requesting reimbursement for funds expended. By having the program operate on a cost-reimbursement basis (similar to ESG), Community Development staff can ensure that all funds spent are eligible and acceptable.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The Federal Emergency Management Agency (FEMA)'s Emergency Food and Shelter National Board Program allocated \$269,834 to Lake County for shelter, rent, mortgage and utility assistance, among other activities. Community Development staff is working with the United Way of Lake County, the local board for these funds, to ensure that each plan compliments one another and makes it as easy as possible for eligible persons to receive assistance.

Community Action Partnership of Lake County (CAPOLC) has received an allocation from Department of Health and Human Services' Community Services Block Grant (CSBG) Program. They will use that to develop a Mortgage Recovery Program, which will assist persons currently in foreclosure or at risk of foreclosure. They will also expand their Emergency Services Program, which provides rent and utility assistance to persons. Community Development staff will also work with CAPOLC to ensure complimenting plans.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

The Continuum of Care is also seeking to establish a partnership with the Illinois Department of Human Services (IDHS), the state administrator of TANF funds, in order to maximize rental assistance for families, including appropriate referrals.

Finally, the Neighborhood Stabilization Program may provide an opportunity to provide affordable housing of which rapid re-housing program participants may be able to take advantage. Community Development will be soliciting applications for the 25% required set-aside for persons at 50% or below AMI, and may also seek more funding in the competitive application under ARRA.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The staff member from Lake County Community Development that is responsible for administration of the HPRP is also the coordinator of the Lake County Continuum of Care. The membership of the Continuum of Care was involved in the development of the planned use of funds for HPRP, and will be involved in developing programs for the funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

There are three goals in Lake County's 2005-2009 Consolidated Plan that the HPRP will help meet: 1) Goal 1.2 – Tenant Based Rental Assistance, which will be met by issuing security deposit assistance to program participants; 2) Goal 2.2 – Transitional Housing, which will be met by providing financial assistance; and 3) Goal 3.3.3 – Case Management, Information and Referral Services, which will be met by providing Housing Relocation & Stabilization Services and for Data Collection and Evaluation. In addition, Goal 3.5.1 will be met for Program Administration & Planning.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

| HPRP Estimated Budget Summary | | | |
|---|------------------------------------|------------------------------|----------------------------------|
| | Homelessness Prevention | Rapid Re- housing | Total Amount Budgeted |
| Financial Assistance ¹ | \$176,960 | \$412,906 | \$589,866 |
| Housing Relocation and Stabilization Services ² | \$157,297 | \$235,946 | \$393,243 |
| Subtotal (add previous two rows) | \$334,257 | \$648,852 | \$983,109 |

| | |
|---|--------------------|
| Data Collection and Evaluation ³ | \$21,142 |
| Administration (up to 5% of allocation) | \$52,855 |
| Total HPRP Amount Budgeted⁴ | \$1,057,106 |

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

County Board Chairman
Title